

I. Position Title: Accounts Payable & Human Resources Specialist Revision Date: 07/2019  
EEO Category: Admin Support  
Status: Non-exempt  
Control No: 30368

Under close supervision of the Administrative Services Deputy Director and Human Resources Director, performs routine activities pertaining to accounts payable processing and pay and benefits paperwork processing.

- Collect and organize the documents needed to process invoices and purchase orders for payment.
- Match invoices with packing slips and purchase orders.
- Input the necessary information on the computer to process and format invoices.
- Reconcile credit cards and vendor statements, travel expense reports, utility statements, and other accounts.
- Possess ability to prioritize daily workload, weekly check runs, and the monthly balancing of vendor statements while responding to departmental and external requests.
- Maintain filing system for unpaid invoices and bills to ensure prompt payment.
- Maintain filing and archiving system for disbursement documents to ensure quick retrieval.
- Balance accounts on computer - invoices with statements.
- Communicate with vendors and city departments - receive phone calls, solve problems, track missing documents and provide copies of invoices when requested.
- Prepare accounts payable checks and provide adequate documentation for checks issued.
- Process requests for travel advances and travel reconciliations.
- Process and balance utility accounts.

- In cooperation with other staff members and Payroll, process paperwork for new hires and current employees and enter information into various databases, including the city's payroll system.
- Assist other HR staff members with duties as needed, including filing, assisting new hires, creating PO's and/or check requests.

- Perform other duties as assigned.

**Knowledge of:** Accounting principles and procedures; general office practices, procedures, and equipment.

**Responsibility for:** Great responsibility for proper balancing of accounts and the payment of invoices on time; working credibly with confidential personnel and medical information; entering information accurately; and the care, condition and use of materials, equipment, money, tools, etc.

**Communication Skills:** Constant contact with the various vendors servicing Sandy City, obtaining invoices and balancing accounts; ability to deal well with upset and irate people; frequent contact with citizens and other employees; contact with other departments.

**Tools, Machine, Equipment Operation:** Type 35 wpm; regular use of a personal computer, frequent use of a calculator, ROLM telephone, printer, copier and fax machine.

**Analytical Ability:** Follow established accounting policies and procedures; follow written and verbal instructions, communicate effectively verbally and in writing; establish effective working relationships with employees and the public; ability to be flexible and balance time between two divisions.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically uses office equipment; and may periodically bend, stoop or crouch. Employee frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is minimal. Moderate mental pressure and fatigue exist during an average day due to exposure to deadlines and contact with the public.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_